



**FUNDING AGREEMENT
BY AND BETWEEN THE
GOVERNOR'S OFFICE OF HOMELAND SECURITY AND
EMERGENCY PREPAREDNESS
AND**

This Funding Agreement ("Agreement") for Catalog of Federal Domestic Assistance ("CFDA") Number 97.036 and Emergency Declaration Number FEMA-DR-4277, for the **Louisiana Severe Storms and Flooding Event**, by and between the Governor's Office of Homeland Security and Emergency Preparedness (hereinafter referred to as "GOHSEP") and St. John the Baptist Parish whose physical address is: 1801 W Airline Hwy
LaPlace, Louisiana, 70068 (hereinafter referred to as the "Sub-recipient" or "Applicant").

WITNESSETH:

WHEREAS, GOHSEP, on behalf of the State of Louisiana, is the Pass-through Entity (formerly referred to as Grantee) receiving federal award funds from the Federal Emergency Management Agency ("FEMA") as a component of the Department of Homeland Security ("DHS") under programs authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act ("Stafford Act"), 42 USCA §5121 *et. seq.* and has the fiduciary responsibility to ensure those funds are disbursed to Sub-recipients (formerly referred to as Sub-grantees), also referred to as Non-Federal Entities, and expended on eligible and authorized activities;

WHEREAS, under current information provided, the Sub-recipient has become eligible for federal funding under provisions of the FEMA Public Assistance (PA) program due to the above-referenced event;

WHEREAS, the Sub-recipient seeks reimbursement for expenses in response to the disaster conditions resulting from the above referenced event. The Sub-recipient chooses to execute this legal obligation by contracting with GOHSEP and adhering to all conditions contained herein;

WHEREAS, the public purpose to be derived from this legal obligation is to ensure that all federal funds, which flow from FEMA through GOHSEP to the Sub-recipient, are expended for eligible expenses in accordance with the Stafford Act, federal regulations, FEMA policies and applicable state law which govern the FEMA Public Assistance program;

NOW, THEREFORE, in consideration of the mutual covenants herein contained the legal obligation; the public purpose; and the public benefit the parties hereto agree as follows:

1. Terms of Agreement

1.1 This Agreement relates to the above-referenced disaster declaration, shall become effective upon signing by the sub-recipient and shall terminate upon disaster closeout. Closeout will occur at such time as FEMA and GOHSEP have determined that all applicable administrative actions relating to the funds received under the terms of this agreement are complete and all program funds relating to the disaster event have been reconciled. GOHSEP shall inform the Sub-recipient in writing when close-out has been completed.

1.2 Sub-Recipient hereby attaches the executed IRS Form W-9 (Exhibit A) and Designation of Applicant's Agent form (Exhibit B) to this Agreement

2. Limitation of Liability

The Sub-recipient acknowledges that this Agreement is intended for the benefit of the Sub-recipient and GOHSEP and the Sub-recipient affirms that this Agreement does not confer any rights upon any third party. The Sub-recipient hereby agrees to release, indemnify, and hold harmless the United States, and its agents and employees, the State of Louisiana, and its agents and employees from and against any and all claims, lawsuits, demands, causes of action, liability, damages, losses and expenses of any kind whatsoever, brought by any third party, which results in any type of judgment or administrative action imposed by any court or government agency, resulting from the voluntarily participation by the Sub-recipient in the FEMA PA program.

3. Disclaimer

3.1 Fiduciary. In its capacity as the Pass-Through Entity and fiduciary of FEMA grant funds, GOHSEP provides technical assistance and education outreach programs to current and potential Sub-recipients of the FEMA PA program.

3.2 Technical Assistance. Technical assistance includes the application of specific knowledge to a specific situation in order to address a specific need and as such is not a legal opinion or an endorsement of the Sub-recipients' grants management practice. Education outreach programs include general programmatic grants management guidance for a Sub-recipient to use in administering its own grants management program. GOHSEP does not render legal opinions to Sub-recipients, but rather provides information intended to assist a Sub-recipient prudently manage its own grants management program by employing effective methods and sound practices to manage FEMA grants.

3.3 No Endorsement. Technical assistance and other grants management information provided by GOHSEP and adopted by the Sub-recipient, does not serve as GOHSEP's endorsement of the sub-recipient's grants management practice and does not relieve the Sub-recipient of the responsibility of assuring that its grants management practice is in compliance with applicable federal laws, regulations and policies and where applicable, state law.

3.4 Responsibility. The Sub-recipient, by its decision to participate in the FEMA PA Program, bears the ultimate responsibility for ensuring compliance with all applicable state and federal

laws, regulations and policies, and bears the ultimate consequences of any adverse decisions rendered by GOHSEP, FEMA, or any other state and federal agencies with audit, regulatory, or enforcement authority. Throughout the grants management process, GOHSEP, as the fiduciary of such federal funding, reserves the right to demand that the Sub-recipient comply with all applicable state and federal laws, regulations and policies, terminate reimbursements and take any and all other actions it deems appropriate to protect those funds for which it is responsible, including debt collections.

4. Legal Compliance

- 4.1 Legal Compliance. The Sub-recipient agrees to have knowledge of and be in compliance with all applicable federal and state laws, regulations, policies and cost principles which govern the FEMA PA program which include but may not be limited to: The Stafford Act, 44 CFR Sections 206 and 207, 2 CFR Part 200, the FEMA Public Assistance Program and Policy Guide, FP 104-009-2/Jan. 2016, FEMA 9500 Policy Series and Louisiana Revised Statutes Title 38.
- 4.2 Remedies for Non-Compliance. Any failure by the Sub-recipient to comply with the aforementioned legal and policy obligations shall be grounds for GOHSEP to either partly or wholly suspend or terminate any and all payments including and up to termination of this Agreement in accordance with 2 CFR 200.338-339.

5. Return of Deobligated Funds to GOHSEP

The Sub-recipient agrees that funds it receives through the FEMA PA program which FEMA makes a final determination to be ineligible, upon notification to the Sub-recipient by GOHSEP of said de-obligation, in accordance with La. R.S. 47:1676 (G)-(K), the deobligated funds shall be returned to GOHSEP within 60 days from the date of demand. Failure to repay any amount within 60 days from the date of demand shall constitute a final delinquent debt due by the sub-recipient to GOHSEP and shall be collected by GOHSEP pursuant to La. RS 47:1676(G)-(K).

6. Notices

All notices and other communications between GOHSEP and the Sub-recipient pertaining to this Agreement may be done in any form, i.e. LouisianaPA.com, fax or U.S. mail. Should the Sub-recipient chose to use U.S. mail, all correspondence should be addressed to:

Governor's Office of Homeland Security and
Emergency Preparedness
ATTN: State Coordinating Officer
1500 Main Street
Baton Rouge, Louisiana 70802

7. Affirmation

Signed on this 22nd day of February, 2017, the Sub-recipient hereby affixes its signature, and hereby affirms its understanding and agreement to the foregoing terms of this Funding Agreement.

WITNESSETH:

Natalie Robottom Natalie Robottom
Sub-Recipient (Print) (Sign)

Chief Elected/Appointed Official
or Chief Executive Officer

Title: Parish President

Laverne Toombs L Toombs
Witness (Print) (Sign)

Title: Chief Administrative Officer

Date: 2/22/17

Enclosures:

Exhibit A: IRS Form W-9

Exhibit B: Designation of Applicant's Agent

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EXHIBIT A

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
St. John the Baptist Parish

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☒ Other (see instructions) ▶ **GOVERNMENT**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
1801 W. Airline Hwy.

6 City, state, and ZIP code
LaPlace, LA 70068

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 [] [] [] - [] [] - [] [] [] []
 or
 Employer identification number
 7 2 - 6 0 0 1 2 3 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Ross B. Gonzales CFO* Date ▶ February 10, 2017

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

EXHIBIT A

Page 2

Form W-9 (Rev. 12-2014)

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

EXHIBIT A

Form W-9 (Rev. 12-2014)

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

EXHIBIT A

Form W-9 (Rev. 12-2014)

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

EXHIBIT B

Designation of Applicant's Agent

Provide the information below for one (1) primary and two (2) alternate individuals that will be designated as agents.

Primary Agent's Name:

Title:

Telephone number:

E-mail Address:

Alternate Agent's Name:

Title:

Telephone number:

E-mail Address:

Alternate Agent's Name:

Title:

Telephone number:

E-mail Address:

I, _____ as Chief Elected/Appointed Official or Chief Executive Officer of

(the Subrecipient), am authorized to execute and file an Application for Public Assistance on behalf of the Subgrantee for the purpose of obtaining certain State and Federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended). The above named agent(s) is/are authorized to represent and act on behalf of the Subrecipient in all dealings with the State of Louisiana on all matters pertaining to the grants and disaster assistance received from FEMA for the Public Assistance Program as required by the afore-mentioned Memorandum of Understanding.



Signature (Chief Elected/Appointed Official or
Chief Executive Officer)

Name: Natalie Robottom

Title: Parish President

Telephone Number: 985-652-9569

E-mail: robottom@stjohn-la.gov

2/22/17

Date



SUB-RECIPIENT GUIDELINES **FEMA PUBLIC ASSISTANCE PROGRAM**

1. Responsibilities of the Sub-recipient

1.1 Database. Unless otherwise inaccessible, the Sub-recipient hereby agrees to use www.LouisianaPA.com to access forms and to submit:

- 1.1.1 Reimbursement Request Forms ("RRFs") and supporting documentation;
- 1.1.2 Version requests
- 1.1.3 Time extensions
- 1.1.4 Close-out requests
- 1.1.5 Quarterly reports

1.2 Initial Documentation Requirements. The Sub-recipient hereby agrees to provide the following signed exhibits contemporaneously with the submission of the signed Funding Agreement with its exhibits and further agrees that it understands all requirements outlined in the following signed exhibits:

- 1) Corrective Action Policies Acknowledgment (attached hereto as Exhibit A)
- 2) Adoption of Formal Written Policies Acknowledgment (attached hereto as Exhibit B);
- 3) Construction and Non-Construction Assurances Forms (attached hereto as Exhibits C-1 and C-2).

1.3 Grant Administrative Requirements. The Sub-recipient agrees to have knowledge of and be in compliance with all applicable federal and state laws, regulations, policies and cost principles which govern the FEMA PA program which include but may not be limited to: The Stafford Act, 44 CFR Sections 206 and 207, 2 CFR Part 200, FEMA Public Assistance Program and Policy Guide, FP 104-009-2/Jan. 2016, FEMA 9500 Policy Series and Louisiana Revised Statutes Title 38. In accordance with the aforementioned, the Sub-recipient specifically agrees to:

- 1.3.1 Maintain a financial management records system sufficient to account for the federal award in accordance with state laws and procedures in accordance with 2 CFR §200.302.
- 1.3.2 Maintain effective internal controls over federal awards received to provide a reasonable assurance that federal awards are managed in compliance with federal statutes, regulations and in the terms and conditions of the award in accordance with 2 CFR §200.303.
- 1.3.3 Fund the non-federal share of the amount obligated in all PWs in accordance with 2 CFR §200.306.

- 1.3.4 Submit quarterly reports in a format and within the time limits dictated by GOHSEP in accordance with 2 CFR §200.301.
- 1.3.5 Comply with the requirements addressing real and intangible property and equipment and supplies as stated in 2 CFR §§200.311-316.
- 1.3.6 Award contracts only to responsible contractors and not enter into a contract with suspended or debarred contractors in accordance with 2 CFR §200.205(d).
- 1.3.7 Assure that all contracts are competitively bid in accordance with federal procurement requirements in accordance with 2 CFR §§200.317-326.
- 1.3.8 Maintain oversight over all contracts to ensure performance in accordance with the terms and conditions and specifications therein as required by 2 CFR 200.328.
- 1.3.9 Disclose in writing to FEMA through GOHSEP any real or potential conflicts of interest arising during the administration of the federal award within 30 days of learning of the real or potential conflict of interest in accordance with 2 CFR §200.112.
- 1.3.10 Disclose in writing to FEMA through GOHSEP any violations of criminal law involving fraud, bribery, or gratuity potentially affecting the federal award with 30 days after confirmation that such a violation occurred in accordance with 2 CFR §200.113.
- 1.3.11 Comply with the insurance requirement to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance as stated at 2 CFR 200.310 and 44 CFR 206.250-253.
- 1.3.12 Ensure that the emergency or disaster relief work for which Federal or State assistance is requested hereunder does not or will not duplicate benefits received for the same loss from any other source in accordance with Section 312(a) of the Stafford Act.
- 1.3.13 Submit only eligible expenses for reimbursement, and within 90 days of work performed in accordance with GOHSEP's advance funding policy.
- 1.3.14 Comply with the cost principles governing the FEMA PA program as stated at 2 CFR 200.400-475.
- 1.3.15 Maintain formal written policies as enumerated in Exhibit B.
- 1.3.16 Comply with all current or future policies dictated by GOHSEP for the administration of the PA Program.

1.4 Project Documentation Requirements. The Sub-recipient understands that payment is dependent upon satisfactory adherence to the governing federal and state documentation requirements specified in this agreement and hereby agrees to submit the following documentation for all large projects (greater than \$121,800.00), as applicable:

1.4.1 Force Account Labor (FAL) Summary Record Form (FF 90-123):

1.4.1.1 Applicant Benefits Calculations Worksheet (FF 90-128); and

1.4.1.2 Pre-disaster overtime policy.

1.4.2 Force Account Equipment (FAE) Summary Record Form (FF 90-127):

1.4.2.1 Total equipment hours for each piece of equipment utilized not exceeding total hours charged for equipment operator's time;

1.4.2.2 Evidence that FEMA's approved equipment rates or rates less than FEMA's rates were used.

1.4.3 Materials Summary Record Form (FF 90-124):

1.4.3.1 Itemized invoices and/or receipts for all items including, but not limited to descriptions of items purchased (e.g., serial numbers, or other identifying information), costs, dates, vendors, and invoice/receipt numbers; and

1.4.3.2 Documentation indicating that federal procurement regulations were followed, including, but not limited to, copies of request for proposals (RFPs), responses to RFPs, price quotes, and bid tabulations. If a competitive procurement process was not followed, then documentation containing an explanation as to why a competitive procurement process was not followed, to include a cost analysis evidencing reasonable costs. (This is not required for micro purchases (<\$3,500) or for purchases of commercial products readily available to the public that does not exceed \$30,000).

1.4.4 Rented Equipment Summary Record Form (FF 90-125):

1.4.4.1 Itemized invoices and receipts for all items including, but not limited to descriptions of items purchased/rented (e.g., serial numbers, or other identifying information: costs, dates, vendors, and invoice/receipt numbers);

1.4.4.2 Copies of all rental agreements/contracts; and

1.4.4.3 Documentation indicating that federal procurement regulations were followed, including, but not limited to, copies of request for proposals (RFPs), responses to RFPs, price quotes, and bid tabulations. If a competitive procurement process was not followed, then documentation containing an explanation as to why a competitive procurement process was not followed, to include a cost analysis evidencing reasonable costs.

1.4.5 Contract Work Summary Record Form (FF 90-126):

1.4.5.1 Copies of contracts, requests for proposals (RFPs), requests for qualifications (RFQ), responses to RFPs/RFQs, scoring sheets, price quotes, bid tabulations, and bid performance and payment bonds (when required). If a competitive procurement process was not followed, then documentation

containing an explanation as to why a competitive procurement process was not followed, to include a cost analysis evidencing reasonable costs;

- 1.4.5.2 Copies of itemized invoices and/or receipts in sufficient detail to evidence items claimed, work performed, costs incurred, and vendor descriptions.

1.4.6 Direct Administrative Costs ("DAC"):

1.4.6.1 Summary Record form to include:

- 1.4.6.1.1 Employee timesheets that log employee time by eligible DAC tasks by PW in accordance with FEMA's prescribed PA Program Indirect and Direct Administrative Activity List;
- 1.4.6.1.2 Contractor timesheets that log contractor time by eligible DAC task by PW in accordance with FEMA's PA Program Indirect and Direct Administrative Activity List.
- 1.4.6.1.3 DAC tasks descriptions sufficient enough discern the specific tasks or work performed and including detailed information such that costs that can be tracked, charged, and accounted for directly to a specific project and described in specific detail so that such information can enable the skill level of each person performing the activities, the suitability of that skill level to the activity in question, and the level of effort required to complete the activity to be assessed.

2. Environmental/Historic Preservation Compliance

To ensure compliance with the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA), the Sub-recipient shall comply with the 2009 Statewide Programmatic Agreement between FEMA, the Louisiana State Historic Preservation Officer (SHPO), GOHSEP, Federally-Recognized Tribal Nations, and the Advisory Council on Historic Preservation (ACHP).

3. Return of Deobligated Funds to GOHSEP

The Sub-recipient agrees that funds it receives through the FEMA PA program which FEMA makes a final determination to be ineligible, upon notification to the Sub-recipient by GOHSEP of said de-obligation, in accordance with La. R.S. 47:1676 (G)-(K), the deobligated funds shall be returned to GOHSEP within 60 days from the date of demand. Failure to repay any amount within 60 days from the date of demand shall constitute a final delinquent debt due by the sub-recipient to GOHSEP and shall be collected by GOHSEP pursuant to La. RS 47:1676(G)-(K).

4. Ownership and Records Retention

All records, reports, documents and other material delivered or transmitted to GOHSEP by the Sub-recipient shall remain the property of GOHSEP. All records, reports, documents, or other material related to this Agreement and/or obtained, prepared, and maintained by the Sub-recipient in connection with the performance of the services contracted for herein shall be the property of the Sub-recipient. The Sub-recipient shall maintain and provide FEMA, GOHSEP, or

any other Federal or State agency access to original documentation throughout the life of the PW and must retain for a minimum period of three years after receiving written notification from GOHSEP of disaster closeout (as defined by 2 CFR §§200.333-337, and the FEMA Public Assistance Program and Policy Guide, FP 104-009-2/Jan. 2016 p. 142).

5. Responsibilities of GOHSEP

- 5.1 GOHSEP agrees to maintain www.gohsep.la.gov and www.LouisianaPA.com;
- 5.2 GOHSEP shall, through its Disaster Recovery Specialists, review the RRF submitted by the Sub-recipient as soon as practicable;
- 5.3 GOHSEP, through its Disaster Recovery Specialists, shall contact the Sub-recipient as to any deficiencies in the submitted RRF and assist the Sub-recipient in correcting those deficiencies; and
- 5.4 GOHSEP shall communicate in a timely manner to the Sub-recipient any changes in the Stafford Act, Code of Federal Regulations (CFR), or FEMA policies and directives, which may affect the Sub-recipient's documentation requirements.
- 5.5 After receiving the documentation stated in section 1.4 above, GOHSEP agrees to disburse to the Sub-recipient the federal funds due for the eligible costs incurred as soon as practicable.

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Signed on this 22nd day of February, 2017, the Sub-recipient hereby affixes its signature, and hereby affirms its understanding and agreement to the foregoing terms stated in these Guidelines.

WITNESSETH:

Natalie Robottom /
Sub-Recipient or Agent (Print) (Sign)

Title: Parish President

Laverne Toombs [Signature]
Witness (Print) (Sign)

Title: Chief Administrative Officer

Date: 2/22/17

Enclosures:

Exhibit A: Corrective Action Policies Acknowledgment

Exhibit B: Adoption of Formal Written Policies Acknowledgment

Exhibit C: Construction and Non-Construction Assurances Forms (SF-424B and SF-424D)

EXHIBIT A

POLICIES ELIGIBLE FOR CORRECTIVE ACTION

By signing below, I acknowledge and agree that I understand that the policies below are examples of the policies enforceable by corrective action by GOHSEP and that they are NOT inclusive of all actions which may be subject to corrective action.

Policy	Summary of Policy
Advances	Expenses related to Project Worksheets (PW) must be within the scope of the PW
Requests For Reimbursement (RRF)	RRFs must exceed \$10,000 per submission
Compliance	Subrecipients who receive grant funds greater than \$750,000 are required to comply with 2 CFR §200.500 <i>et. seq.</i> and proactively work with GOHSEP to correct any deficiencies.
Federal Funding Accountability and Transparency Act (FFATA)	It is the responsibility of the Subrecipient to provide information as requested by GOHSEP to comply with the Federal Funding Accountability and Transparency Act.
Document Retention lifeof	Subrecipients must maintain original documentation throughout the the PW and retain the documentation for a minimum period of three years after closeout. 2 CFR §§200.333-337
Unused Funds	Subrecipients are responsible for identifying, in a timely manner, all funds not used after the completion of a project and upon identification to immediately return those funds to GOHSEP. 44 CFR 206.205 and GOHSEP policy
Return of De-Obligated Funds and Interest	Subrecipients are required to return all de-obligated funds to GOHSEP within 60 calendar days of notice as well as remit any interest accrued on grant funds. 2 CFR §200.305(b)(9)
Fraud, Waste or Abuse	Initial findings by GOHSEP indicating fraud, waste or abuse may have immediate impact on funding and be reported to law enforcement .
Quarterly Reporting	All competed and accurate quarterly reports are due within 15 days after the end of the quarter. 44 CFR §206.204
Procurement	All procurement must be in compliance with all federal laws and regulations, to include taking affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible. 2 CFR §§200.317-326
Project Timelines	All projects must completed within the performance periods stated in the regulations. It is the responsibility of the Subrecipient to file a timely request for extension if so required. 44 CFR §206.204
Special Provisions	Subrecipients are required to comply with NEPA and NHPA
Insurance	Subrecipients shall comply with the obtain and maintain insurance requirements or obtain a waiver from the Louisiana Department of Insurance. 44 CFR §§206.250-206.253
Debarred and Suspended Contractors	Subrecipients shall not make any awards to debarred, suspended or otherwise ineligible contractors. 2 CFR §200.205(d) and www.sam.gov

Natalie Boboltom / *Natalie Boboltom* Parish President 2/22/17
 Print / Sign Title Date

EXHIBIT B

Acknowledgment of Notice of Required Written Policies & Procedures Pertaining to Federal Grant Awards



Louisiana Governor's Office of Homeland
Security and Emergency Preparedness

Required Written Policies & Procedures Pertaining to Federal Grant Awards:

1. Financial Management Systems policy including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. 2 CFR §200.302(a).
 - a. Written procedures to implement the requirements of 2 CFR §200.305 (Payment). 2 CFR §200.302(b)(6).
 - b. Policy for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award. 2 CFR §200.302(b)(7).
2. Policy implementing reasonable measures taken to safeguard protected personally identifiable information (PII). 2 CFR §200.303(e).
3. Written procurement procedures for procurement transactions which reflect applicable State and local laws and regulations, evidencing that the procurements conform to applicable Federal law and any standards required by FEMA. 2 CFR §200.318(a), and 2 CFR §200.319(c).
4. Written standards governing Conflict of Interest that cover the following per 2 CFR §200.318(c):
 - a. The performance of its employees engaged in the selection, award and administration of contracts;
 - b. Organizational conflicts of interest.
5. Written method for conducting technical evaluations of proposals received and for selecting contract award recipients. 2 CFR §200.320(d)(3).
6. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. 2 CFR §200.321.
7. Affirmative Procurement Program for the procurement of recovered materials. 2 CFR §200.322.
8. Document Retention Policy. 2 CFR §§200.333-337 and the FEMA-322, Public Assistance Guide (June 2007), p. 114.
9. Established written policies governing allowable costs of compensation for:
 - a. Personal services. 2 CFR §200.430(a).
 - b. Professional services activities. 2 CFR §200.430(c).
 - c. Supplemental compensation for incidental activities in institutions of higher education (IHEs). 2 CFR §200.430(h)(ii).
 - d. Leave. 2 CFR §200.431(b).
 - e. Pension plans. 2 CFR §200.431(g).
 - f. Post-retirement health plans. 2 CFR §200.431(h).
 - g. Relocation costs of employees. 2 CFR §200.464.
 - h. Travel costs. 2 CFR §200.474.
10. Any other written policies as may be required by the special terms and conditions of the grant award.

Acknowledgment of Receipt of Notice

By signing this form, you confirm receipt of notice of required formal written policies & procedures.

Natalie Robottom

Printed Name of Chief Elected/Appointed Official or Chief Executive Officer

Natalie Robottom

Signature of Chief Elected/Appointed Official or Chief Executive Officer

2/22/17

Date

EXHIBIT C-1

OMB Number: 4040-0007

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

EXHIBIT C-1

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.


SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Parish President
APPLICANT ORGANIZATION	DATE SUBMITTED
	9/22/17

EXHIBIT C-2

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.


NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

EXHIBIT C-2

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Parish President
APPLICANT ORGANIZATION	DATE SUBMITTED
	8/22/17

INSTRUCTIONS

1. The attached documentation evidences a sub-grant relationship with GOHSEP and consists of two documents: a four (4) page FUNDING AGREEMENT ("AGREEMENT") document with two (2) Exhibits (A and B), and a six (6) page SUB-RECIPIENT GUIDELINES document with three (3) Exhibits (A through C).
2. All signed documents must be fully completed and returned to GOHSEP with all appropriate signatures as soon as possible. No funds will be disbursed until GOHSEP receives all signed documents.
3. The last page of the AGREEMENT document and both Exhibits (A and B) need to be dated and require the signature of the Chief Elected/Appointed Official or the Chief Executive Officer as well as the signature of a witness. The last page of the SUB-RECIPIENT GUIDELINES and exhibits require the signature of either the Chief Elected/Appointed Official or the Chief Executive Officer *or* the Applicant's Designated Agent as indicated in Exhibit A to the AGREEMENT.
4. All documents and exhibits may be sent to GOHSEP using the following methods:
 1. Via facsimile with a cover sheet to (225) 382-0191;
 2. Via e-mail to MOU.Help@la.gov or;
 3. Mail the completed documents and Exhibits to:
ATTN: MOU Processing
Governor's Office of Homeland Security and
Emergency Preparedness
1500 Main Street
Baton Rouge, Louisiana 70802

Should you need assistance in completing the AGREEMENT, please contact your current Disaster Recovery Specialist (DRS) or State Applicant Liaison (SAL). If you do not have one, then contact Christen Chiasson at (225) 379-4005 for information regarding your DRS or Melvin Smith at (225) 346-4121 for information regarding your SAL.